



Variety KC is seeking a full-time Community Program Manager to oversee the day-to-day administration of the organization's community programs and grant operations. This role serves as the operational backbone of the Community Programs department by ensuring families receive timely support, grant requests are managed efficiently, and community initiatives are executed and maintained with excellence. The Community Program Manager works closely with the Community Program Director to coordinate community programming while serving as one of the primary points of contact for Variety's families and community partners.

This position manages grant applications from submission through fulfillment, maintains the Community Programs calendar, coordinates ongoing community programs, and provides select administrative support for community events. Success in this role requires exceptional attention to detail, strong organizational skills, and a passion for serving children and families throughout the Variety KC community.

The ideal candidate is highly organized, proactive, and enjoys creating systems that keep projects moving forward. They are an excellent communicator who thrives on balancing multiple priorities while maintaining a compassionate, family-first approach. They enjoy both administrative work and building meaningful relationships with families, volunteers, and community partners to better serve the Variety KC community.

Job Responsibilities

Family and Community Communication

- Serves as the primary owner of Variety's info@ email account, responding to family and community inquiries in a timely and professional manner.
- Escalates complex family situations and community requests to the Community Program Director when needed.

Grant Operations

- Receives and processes grant applications
 - Grant tracking
 - Equipment ordering
 - Presentation scheduling with partners/venues

- Family communication
- Gift/Equipment preparation and delivery coordination
- Documentation in CRM
- Ensuring reviews are submitted via Great Nonprofits by recipients
- Communicating with accounting to keep detailed financial records
- *Chief Community Officer to manage grant application approval*

Program Operations

- Upkeeps Community Calendar
 - MAR scheduling
 - Calendars family events - *strategy support from Director*
 - Calendars community partner events - *strategy support from Director*
- Manage ongoing community programs
 - Ordering sensory items
 - Manage sensory bags in the community
 - Facilitate sensory training program

Community Events

- Manage paperwork and contracts for Variety Show
- Assist with implementation of Variety Show and other key programs throughout the year.

Preferred Skills & Qualifications

- Bachelor's degree required.
- 1–2 years of professional experience in nonprofit administration, program coordination, customer service, or a related field.
- Experience working with or serving the disability community is strongly preferred.
- Exceptional organizational skills with outstanding attention to detail.
- Strong written and verbal communication skills.
- Experience using CRM systems and maintaining accurate data records.
- Comfortable managing spreadsheets, tracking multiple projects, and maintaining organized documentation.
- Self-starter who demonstrates initiative and follows through with minimal supervision.
- Ability to prioritize multiple responsibilities while maintaining a high level of accuracy.
- Collaborative team player with a positive, service-oriented mindset.
- Ability and willingness to drive transit style van around the metro area.
- Ability and willingness to load and unload equipment.

Salary and Benefits

- Generous Paid Time Off and Sick Days
- Health Care (includes Dental and Vision)
- 403(b) with 4% company match
- \$100 Monthly Business Expense Stipend

Please note, this job is not fully remote and will require occasional in person participation. At times, weekend work will be required.

To Apply

Please send your resume and cover letter to careers@varietykc.org. We look forward to learning how your skills and passion can help Variety KC continue serving children and families across our community.

The deadline to apply is Thursday, August 6, at 5:00pm.

For more information about Variety KC, visit VarietyKC.org.